



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Tax Review, Indiana Board of

Agency: Tax Review, Indiana Board of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2005-65	<b>APPEAL OF THE INDIANA BOARD OF TAX REVIEW DETERMINATION</b> These are appeals of the Indiana Board of Tax Review determinations that have been filed with the Indiana Tax Court. Procedures for review and appeal of assessment and correction of errors, incouding appeals to the Indiana Tax Court, are described in IC 6-1.1-15-5, (2005 Supplement)	DESTROY two (2) years after the INDIANA TAX COURT decision.
2	2005-66	<b>ASSIGNMENT LOG AND SUMMARY (NO STATE FORM NUMBER SHOWN)</b> This Indiana Board of Tax Review log shows the projects or assignments by agency employees and the project's status. No fiscal content is present.	DESTROY one (1) year after the date of the report.
3	79-2501	<b>WEEKLY REPORT</b> This report shows an employee's work location, the nature of the work and the work schedule for the next work week.	DESTROY one (1) year after the end of the reporting period.
4	79-2504	<b>APPEAL DECISION CASE FILES</b> Appeals filed with the Indiana Board of Tax Review, including real estate assessments, personal property assessments, exemptions, and determinations of the Indiana Department of Local Government Finance. Records may include, but are not limited to: Petition to the Indiana Board of Tax Review for Review of Assessment (SF 42936), Petition for Correction of an Error (SF 12483), Petition to the Indiana Board of Tax Review for Review of Exemption (SF 21514), Petition for Review of Local Government Finance Action (SF 51104), and all supporting documents and recordings associated with the appeal petition. Disclosure of these records may be affected by IC 6-1.1-35-9.	DESTROY three (3) years after the INDIANA BOARD OF TAX REVIEW decision.